

How to Indicate Lodging Costs for Government Quarters

Make the lodging arrangements with base housing outside of DTS by phone or e-mail (unless your CTO will make these arrangements for you). Review Government Lodging for additional information on this process. Once you have made the lodging arrangements follow these steps to enter those cost.

1. Click on the “Additional Options” menu.
2. Click on “Per Diem Entitlements”.
3. Select “Edit All”.

The example below shows the per diem rate to be \$55.00 a night for lodging.

Defense Travel System
A New Era of Government Travel

Logged In As: Elaine Drury Document Name: EDWINOTAIRFOR091304_A01 Screen ID: 1022.1
Traveler Name: Elaine Drury Document Type: Authorization

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Itinerary Travel Expenses Accounts **Additional Options** Review/Sign

Profile **Per Diem Entitlements** Partial Payments Advances

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
09/13/04	*MINOT AIR FORCE BASE,ND	> Edit	> Reset	55.00	55.00 GOVCC	23.25 PERSONAL	55 / 31	NONE				
09/14/04	*MINOT AIR FORCE BASE,ND	> Edit	> Reset	55.00	55.00 GOVCC	31.00 PERSONAL	55 / 31	NONE				
09/15/04	*MINOT AIR FORCE BASE,ND	> Edit	> Reset	55.00	55.00 GOVCC	31.00 PERSONAL	55 / 31	NONE				
09/16/04	*MINOT AIR FORCE BASE,ND	> Edit	> Reset	0.00	0.00 GOVCC	23.25 PERSONAL	55 / 31	NONE				

Reset All Edit All

4. Update “Lodging” in the “Per Diem Rates” section with the cost per night at the BOQ/BEQ (example, BOQ charges \$18 per night). If you do not have a GOVCC and need to pay for BOQ/BEQ using another payment of payment skip to step 8 and then return to step 5.
5. In the “Duty Conditions” section, select “Quarters Available”.

Per Diem Entitlements

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers.

Location: *MINOT AIR FORCE BASE,ND
Values Apply From Date: 09/13/2004
Values Apply Through: 09/16/2004

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View / Edit Expense Details" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate: 55 / 31
Lodging: \$18.00 > view / edit expense details
M & IE: \$23.25 > view / edit expense details

Duty Conditions

Check all of the following that apply:

☐ Field Conditions
☐ Adverse Effects/Commercial Quarters
☐ Inactive Duty Training
☐ Permissive TDY
☐ Hospital Stay
☒ Quarters Available
☐ Group Travel
☐ Annual Training

6. Scroll down to the bottom of the page and select “Save These Entitlements”.

If you would like to make changes or meals, select the appropriate meal code and applicable meal(s) for this date or date range:

☒ Full Rate
☐ Elected
☐ Available
☐ Provided
☐ Occasional
☐ Special Rate

☐ Breakfast
☐ Lunch
☐ Dinner

Cost:

Other Per Diem Entitlements

If you need to claim actuals for lodging, taken leave, or have any OCONUS incidental amounts, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the “Values Apply Through” Date.

☒ **No Other Per Diem Entitlements**
☐ **Leave**
 Check here if you are taking leave for the above date or date range.
☐ **Actual Lodging**
 Check here if you need to use Actual Lodging for the above date or date range.
☐ **OCONUS Incidental Amount** - (Used to reduce the daily incidental rate to the minimum.)
 Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

[Cancel These Entitlement Changes and Return](#)
[Save These Entitlements](#)

7. Review the “Per Diem Entitlements” screen to ensure that the “Ldg Allowed” field has been updated and the “Code” field has been changed to “QTRS”.

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Per Diem Entitlements

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Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
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09/14/04	*MINOT AIR FORCE BASE,ND	Edit	Reset	18.00	18.00 GOVCC	31.00 PERSONAL	55 / 31	QTRS				AVAIL
09/15/04	*MINOT AIR FORCE BASE,ND	Edit	Reset	18.00	18.00 GOVCC	31.00 PERSONAL	55 / 31	QTRS				AVAIL
09/16/04	*MINOT AIR FORCE BASE,ND	Edit	Reset	0.00	0.00 GOVCC	23.25 PERSONAL	55 / 31	QTRS				AVAIL

[Reset All](#)
[Edit All](#)

8. Click on “view/edit expense details” in the “Per Diem Rates” section.

Per Diem Entitlements

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Per Diem Rates

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 Lodging: \$18.00 [view / edit expense details](#)
 M & IE: \$23.25 [view / edit expense details](#)

9. Select “Personal” from the “Method of Reimbursement” drop down box and click “Save”. Return to step 5 through 7.

The screenshot shows the "Expense Details" form. At the top, a yellow banner reads "Use this screen to edit the expense details." Below this is the "Cost Options" section. The "Expense Type" is "Lodging", "Expense Cost" is "15.00", "Reimbursable" is checked, "Expense Category" is "LODGING", and "Method of Reimbursement" is "GOVQCC". A dropdown menu is open for "Method of Reimbursement", showing options: "QTR", "GOVQCC", "AWC BILL", "PERSONAL" (highlighted in blue), and "GOVFLUD". A red arrow points to the "PERSONAL" option. Below the dropdown is the "Foreign Calculator" section, which includes "Foreign Currency" (0.00), "Exchange Rate" (0.00), and a note: "If the expense cost doesn't appear to be correct, then try using the following exchange rate:". At the bottom are "Return" and "Save" buttons. A red arrow points to the "Save" button.

Expense Details	
Use this screen to edit the expense details.	
Cost Options	
Expense Type:	Lodging
Expense Cost:	15.00
Reimbursable:	<input checked="" type="checkbox"/>
Expense Category:	LODGING
Method of Reimbursement:	GOVQCC
Foreign Calculator	
Foreign Currency:	0.00
Exchange Rate:	0.00 (Foreign Units / US \$)
If the expense cost doesn't appear to be correct, then try using the following exchange rate:	
Exchange Rate:	(US \$ / Foreign Units)
Return Save	